



Department of Veterans Affairs

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Homeless Providers Grant and Per Diem Program Special Needs Application Section A - Instructions

SECTION A – GENERAL INFORMATION AND INSTRUCTIONS

Purpose and goals: The purpose of the VA Homeless Providers Grant and Per Diem Program is to promote the development and provision of supportive housing and/or appropriate supportive services, including innovative approaches to assist homeless veterans in the transition from homelessness and to enable them to live as independently as possible.

The goal of the special needs grant component is to assist homeless veteran “special need populations”. This is done by providing grant funding to eligible capital grant and per diem recipients that incur additional operational costs that would not otherwise be incurred but for the fact that they are providing beds or services in supportive housing and at service centers for the following homeless veteran populations: Women, including women who have care of minor dependents; Frail elderly; Terminally Ill; or Chronically mentally ill.

Measurable objectives: Applicants must establish and include in their applications measurable objectives for the proposed special need program(s). Applicants must also describe how their proposed program will specifically address the special needs of the special need homeless population served. The measurable objectives established by each applicant are expected to vary based on the specific needs and characteristics of the type of special need program. Where the applicant will provide multiple or particularly difficult types of special need assistance, objectives should reflect realistic expectations.

VA will not consider the level of expectations described in the objective in rating applications. That is, an application that contains realistic objectives that target a more difficult population to be served will be treated the same as an application that contains more optimistic objectives that target less difficult populations. VA specifically does not want the process of establishing measurable objectives to lead applicants away from homeless veteran populations with the most serious problems. VA does want applicants for special need grants to provide quality housing and services. Applicants, if funded, will be required to periodically measure project results and, as necessary, make program adjustments.

Eligible activities: Special Need funding **may not** be used to acquire vans or real property. Special Need funding may be used for activities that provide or support the following:

Women and women who have care minor dependents:

- (1) Ensure transportation for women and their children, especially for health care and educational needs;
- (2) Provide directly or offer referrals for adequate and safe child care;
- (3) Ensure children’s health care needs are met especially age appropriate wellness visits and immunizations; and
- (4) Address safety and security issues including segregation procedures from other program participants if deemed appropriate.

Frail Elderly:

- (1) Ensure the safety of the residents in the facility to include preventing harm and exploitation;
- (2) Ensure opportunities to keep residents mentally and physically agile to the fullest extent through the incorporation of structured activities, physical activity, and plans for social engagement within the program and in the community;
- (3) Provide opportunities for participants to address life transitional issues and separation and/or loss issues;
- (4) Provide access to assistance devices such as walkers, grippers, or other devices necessary for optimal functioning;
- (5) Ensure adequate supervision, including supervision of medication and monitoring of medication compliance; and
- (6) Provide opportunities for participants either directly or through referral for other services particularly relevant for the frail elderly, including services or programs addressing emotional, social, spiritual, and generative needs.

Terminally Ill:

- (1) Help participants address life-transition and life-end issues;
- (2) Ensure that participants are afforded timely access to hospice services;
- (3) Provide opportunities for participants to engage in “tasks of dying,” or activities of “getting things in order” or other therapeutic actions that help resolve end of life issues and enable transition and closure;
- (4) Ensure adequate supervision including supervision of medication and monitoring of medication compliance; and
- (5) Provide opportunities for participants either directly or through referral for other services particularly relevant for terminally ill such as legal counsel and pain management.

Chronically Mentally Ill:

- (1) Help participants join in and engage with the community;
- (2) Facilitate reintegration with the community and provide services that may optimize reintegration such as life-skills education, recreational activities, and follow up case management;
- (3) Ensure that participants have opportunities and services for re-establishing relationships with family;
- (4) Ensure adequate supervision, including supervision of medication and monitoring of medication compliance; and
- (5) Provide opportunities for participants, either directly or through referral, to obtain other services particularly relevant for a chronically mentally ill population, such as vocational development, benefits management, fiduciary or money management services, medication compliance, and medication education.

Eligible applicants: Previous capital grant and per diem recipients are eligible to apply for special needs grants.

Life Safety Code Compliance: All entities receiving grants and or per diem under PL 107-95 must meet the fire and safety requirements applicable under the Life Safety Code of the National Fire Protection Association as well as any local or state codes as required.

Grant award process: VA will notify applicants within grouped categories according to the funding priorities set forth in the NOFA, if any. Applicants will then be ranked, within their respective funding category if applicable. The highest-ranked applications for which funding is available, within highest priority funding category if applicable, will be selected to receive a special needs grant in accordance with their ranked order. If funding priorities have been established and funds are still available after selection

of those applicants in the highest priority group VA will continue to conditionally select applicants in lower priority categories in accordance with the selection method set forth in the regulations subject to available funding.

VA expects to announce these selections within 120 days of the application submission deadline. Such applicants will be subsequently notified of any additional project information necessary for grant award and the date of the deadline for submission of such information. If an applicant is unable to meet any conditions for grant award within the specified timeframe, VA reserves the right to not award funds and to use the funds available for other components of the Grant and Per Diem Program.

Technical deficiencies: VA will notify an applicant of any curable technical deficiencies in the application and the date by which these deficiencies must be corrected. If the applicant fails to submit the corrections within this period, VA will disqualify the application.

Curable technical deficiencies are items that are not necessary for VA review under the selection criteria (e.g., failure to submit a required certification). Applicants may not submit items that would improve the substantive quality of the application after the application deadline.

Documentation and Public Access Requirements: VA will ensure that documentation and other information regarding each application submitted are sufficient to indicate the basis upon which assistance was provided or denied. This material, including any letters of support, will be made available for public inspection for a five-year period beginning not less than 30 days after the award of the assistance. Material will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552) and VA's implementing regulation at 38 CFR § 1.553.

GENERAL INSTRUCTIONS FOR APPLICATION COMPLETION

Component: Funds are available for special need in the form of grants to eligible entities that are eligible capital grant and per diem recipients to assist with additional operational costs that would not otherwise be incurred but for the fact that the recipient is providing beds or services in supportive housing and at service centers for the following homeless veteran populations: Women, including women who have care of minor dependents; Frail elderly; Terminally Ill; or Chronically mentally ill.

A more detailed description of this component, including program requirements, is contained in the rule published in the Federal Register, 38 CFR subpart 61.40. A copy of these regulations is provided in the appendix of this application. Applicants must review the regulations before completing this application.

Application deadline: Only complete and timely applications will be considered for funding. To be considered timely, the application must be received at the address and by the time and date specified in the Notice of Fund Availability (NOFA) published in the Federal Register. Applications received after the date and time published in the NOFA will not be accepted even if postmarked by the deadline date. Following the application deadline, applicants will be notified that their application has been received. To be considered complete all items requested in the grant application must arrive as a single application package. Materials arriving separately will not be included in the application package for consideration and may result in the application being rejected or not funded.

Organization of the Application: The application is composed of sequentially numbered single, print on one-side pages. This allows for easy removal of each individual page for copying and insertion into typewriters or printers. Not all pages are to be completed by all applicants. Applicants should pay close attention to the specific instructions in each section.

The application is divided into the following sections: (A) General Instructions, (B) Special Needs Submission, (C) Omitted for this Grant (D) Forms, and (E) Appendices. The majority of the application has been formatted in a manner allowing all information and responses to be placed directly on the form. There will be a wide variety of response types.

Generally a combination of “Fill in the Blank” and “Narrative or Essay” have been used. Many questions have specific text box spaces for responses. Responses should be typed, by using a typewriter, computer, or word processor in the appropriate space provided unless otherwise indicated. **Font size should be 10 point or larger. Do not use the backs of the pages.** Materials may be duplicated as needed on white paper.

Specific Instructions: Specific Instructions are located at the beginning of each area with most areas being self-explanatory.

Responses to Questions: Please do not read “into” the questions. Simply, answer the questions in a direct manner. Be sure to answer all parts of the question. The questions are designed to provide an accurate view of the proposal to a review panel. The space that is provided is sufficient to complete an accurate response. If applicants find they are having trouble answering a question in the space provided, they should look at the response and eliminate what may be unnecessary information. Chances are that a following question will provide an opportunity to use the eliminated information.

Information other than requested: The application is designed to provide VA with sufficient information to determine eligibility and to assign rating points for each section criterion. Applicants must not include information other than that requested. Moreover, applicants are asked to be concise in

presenting requested information and must not exceed the designated spaces provided for response or add additional pages unless the application specifically instructs the applicant to respond on additional pages.

Definitions and References: Definitions and references can be found in the Rules and Regulations provided in the appendices. Generally, subjects are self-explanatory or a reference is given as to where to obtain a specific topic explanation.

Final Application Assembly: An assembly checklist has been provided. The application must be assembled in the order shown on the assembly checklist. After the entire application is assembled:

1. Attach the cover sheet;
2. Number every page of the application sequentially using the applicant page number box;
3. Enter the appropriate page number of each form on the checklist;
4. If a form is not applicable, enter "NA" in the page column of the checklist;
5. Submit the original plus three (3) copies (on white paper);
6. **Do not punch holes in the application;**
7. **Do not submit the application in a loose-leaf binder;**
8. The same authorized representative of the organization who signed the assurances must sign the Standard Form 424.

For further information: If you have any questions regarding the VA Homeless Providers Grant and Per Diem Program, contact the Program Office at:

Mail Address: VA Homeless Providers Grant and Per Diem Program
Department of Veterans Affairs
10770 N. 46th Street, Suite C-200
Tampa, FL 33617

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FAX (toll-free): 1-877-332-0335